

**U.S. Embassy Kabul
Human Resources Office**

VACANCY ANNOUNCEMENT: ADMINISTRATIVE CLERK (FSN-6)

Announcement Number: 14-059

OPEN TO: All Internal and External Interested Candidates (Women are Encouraged to Apply)

POSITION: Administrative Clerk (FSN-6)
Trainee Level (FSN-5)**

OPENING DATE: April 10, 2014

CLOSING DATE: Open until filled

WORK HOURS: Full-time, 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Mazar – e - Sharif Consulate is seeking an individual for the position of Admin Clerk in the Public Affair Section (PAS) office.

BASIC FUNCTION OF POSITION:

The incumbent will serve as a Public Diplomacy Administrative Assistant (PDAA) for the Department of State Public Affairs Office at the U.S Consulate in Mazar-e-Sharif, Afghanistan. The employee provides administrative and program support to the Public Affairs Officer (PAO) and three public diplomacy assistants (PDA) for public diplomacy – related programs and activities in the consulate’s geographic area of responsibility.

He/she provides full program and administrative support related to public diplomacy activities. The PDAA will assist the PAO and PDAs to develop and implement programs that will inform and influence members of the government, media, educational institutions, civil society, including groups focusing on women and gender rights issues, and other influential citizens in their assigned provinces, and develop durable relationships with contacts that enable constructive engagement. The PDAA will perform a range of diverse activities under the guidance of the PAO and PDAs, including coordination office activities, managing administrative issues in the program section for educational and cultural affairs, help arrange schedules and coordinate meetings, events interviews appointments and other similar activities for the PDA and PAO which may include coordinating travel arrangements, help manage maintain and develop contacts for the Public Affairs Section, prepare notes and distribute notes of meetings, manage and organize information on local trends and developments as it relates to and may impact public diplomacy equities, maintains and updates relevant files including PDs, grants, contact lists, correspondence, budget information, and ensures timely response to a variety of routine written and oral inquires and fulfills other appropriate duties as needed.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

VA 14-059 Full Performance Level (FSN-6):

Education: Secondary education is required.

Experience: One year of work experience in an administrative function is required.

VA 14-059 Trainee Level (FSN-5):

Education: Secondary education is required.

Experience: Six months of work experience in an administrative function is required.

Language: Level IV (fluent) speaking/reading in Dari language is required. Level III (speaking and reading) in English is required.

Knowledge: Good knowledge of Computer Programs and Administrative and organizational Skills.

Abilities and Skills: Must be able to plan, prioritize, follow directions, and work independently on assigned tasks and public diplomacy programs. Must be a self-starter with strong initiative and resourcefulness, who thinks through tasks independently and proposes ways to achieve the stated objective to his/her chain of command. Must be able to communicate effectively with a wide variety of Afghan and American contacts, including people or groups working on women and gender issues.

HOW TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff (DS-174). Candidates may also send a current resume or curriculum vitae in addition to the Form DS-174, but in all cases, the DS-174 must be submitted in order for the candidate to receive consideration for this vacancy. The DS-174 form is available on the U.S. Embassy website <http://kabul.usembassy.gov>
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office, U.S. Embassy Kabul

Applications should be submitted through e-mail to this address: kabuljobs@state.gov

Subject line must be: **(Administrative Clerk VA 14-059)** or your application may not be considered.

CLOSING DATE FOR THIS POSITION: (Open until filled)

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

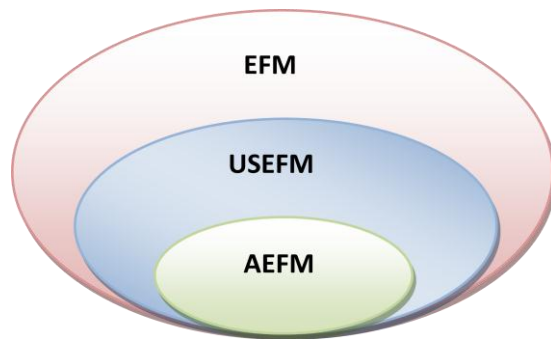
1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Employees serving a probationary period are not eligible to apply.

3. In-house interested candidates of this position should submit their applications through their American or FSN supervisor.
4. Current Ordinarily Resident employees with an Overall Summary rating of needs improvements or unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. Currently Employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed NORs hired under a personal Service Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their work schedule.

The U.S. Mission in (insert post) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A **DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,

- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

DISTRIBUTION: All Section Heads, FSN Bulletin Board, UN Agencies, International NGOs,

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